REQUEST FOR APPLICATIONS (RFA) #072505-DCPS

District of Columbia Public Schools (DCPS)
State Education Agency (SEA)
Office of Academic Credentials and Standards (OACS)

Teacher Quality Enhancement State Grant LEA--Goal 3.3 Sub-grants



DCPS invites the submission of Applications for Funding under the Teacher Quality Enhancement Grant, Title II, Part A, of the 1998 Amendments of the Higher Education Act

Announcement Date: July 25, 2005 RFA Release Date: July 25, 2005

Application Submission Deadline: September 12, 2005, 5:00 p.m.

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

NOTICE

PRE-APPLICATION CONFERENCE



Attendance is Recommended

WHEN: August 4, 2005

WHERE: District of Columbia Public Schools

Central Administration

825 North Capitol Street, NE

Room (TBD)

Washington, DC 20002

TIMES: 2:00 p.m. - 4:00 p.m.

CONTACT PERSON: Nelda K. Owsiak or Tom J. Kelly

DC SEA Office of Academic Credentials

(202) 727-9053 or (202) 442-5389



CHECKLIST FOR APPLICATIONS

- □ The applicant organization/entity has responded to all sections of the Request for Application.
- □ The Applicant Profile, found in Attachment A, contains all the information requested.
- □ The Program Budget is complete and complies with the Budget form listed in Attachment C of the RFA. The budget narrative is complete and describes the line items proposed.
- □ The application is printed on 8½ by 11-inch paper, double-spaced (no single spaced pages), on one side, using 12-point type with one inch margins. DC SEA OACS will not forward applications to the review panel that do not conform to this requirement.
- ☐ The program narrative section is complete and is within the 12-page limit for the RFA submission.
- □ The applicant is submitting the required **original** and **five (5) copies** of its application; of the six copies, one must be an original. DC SEA OACS will not forward the proposal to the review panel if the applicant fails to submit the required six (6) applications with one of the six-**stamped** "original".
- □ The application conforms to the "Application Format" listed in Section VII on page 9 of the RFA. The review panel will not review applications that do not conform to the application format.
- ☐ The Certification and Statement of Assurances listed in Attachments D and E are complete and contain the requested information.
- □ The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- The application (original and five copies) is submitted to DC SEA OACS no later than 5:00 p.m., on the deadline date of September 12, 2005.
- The application is submitted with **two** original receipts, found in Attachment F, attached to the outside of the envelope or package for DC SEA OACS approval upon receipt.

DO NOT SUBMIT WITH APPLICATION



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District of Columbia Public Schools (DCPS) State Education Agency (SEA) Office of Academic Credentials and Standards (OACS)

Teacher Quality Enhancement State Grant Goal Three (3.3) Sub-grants

SECTION I GENERAL INFORMATION Introduction

The US Department of Education awarded a Teacher Quality Enhancement State Grant to DCPS SEA OACS to assist with systemic revisions relating to assuring quality in the practice of teaching in the District of Columbia.

The District of Columbia Public Schools, acting as the State Education Agency (SEA), through the Office of Academic Credentials and Standards (DC SEA OACS) will achieve the following objectives:

Goal 1: Develop a Performance-Based licensing system that includes multiple alternative pathways; revise teaching standards and assessments to be used in the preparation and licensing of teachers to ensure that teachers are able to perform at a high level in K-12 classrooms.

- **Performance Objective 1.1:** To write, adopt and implement rules and regulations that define a three phase performance-based licensing system.
- **Performance Objective 1.2:** To develop academic subject matter and pedagogical standards that all educators need to know and be able to do.
- **Performance Objective 1.3:** To review, adopt and implement subject matter and pedagogical assessments for all beginning teachers;

Goal 2: Develop and revise accreditation and program approval standards and a performance based accountability system for institutions that prepare teachers, administrators, and service providers to ensure that program completers are able to perform at a high level in K-12 classrooms.

- **Performance Objective 2.1:** To develop and adopt rules and regulations that defines a clear and coherent performance-based accreditation and program approval system for educator preparation institutions.
- **Performance Objective 2.2:** Provide technical assistance to higher education faculty in developing performance assessment systems that are imbedded in institution, state, and national subject matter and pedagogical standards.
- **Performance Objective 2.3:** Provide technical assistance to higher education faculty to link state PK-12 student standards into teacher preparation curriculum.

Goal 3: Design, implement and evaluate an educator professional development program model that begins in preparation programs and extends to the Accomplished Educator.

- **Performance Objective 3.1:** To provide assistance to teacher preparation institutions to enable them to initiate professional development schools and to expand other appropriate partnerships with LEA's.
- **Performance Objective 3.2:** To design, implement, and evaluate a beginning teacher induction/mentoring model for replication statewide;



- **Performance Objective 3.3:** To assist LEA's in developing professional development and staff evaluation systems that are linked to national accomplished teaching standards and local student needs;
- Performance Objective 3.4: To increase the number of National Board Certified Teachers in DC schools.

Goal 4: Develop a Professional Education Standards Advisory Board to make recommendations to the Board of Education on matters related to state licensure requirements, standards, directives and accreditation to insure educational community participation in policy, program, decision making activities to improve student learning in schools.

- **Performance Objective 4.1:** Write appropriate laws/rules and regulations for the establishment of a P.E.S.A.B. and defines its membership, responsibilities, and procedures.
- **Performance Objective 4.2:** Implement adopted laws/rules and regulations to convene the P.E.S.A.B. to carry out assigned responsibilities.

Goal 5: Develop and implement a state wide technical assistance program to promote and enhance partnerships and their ability to connect, best practices and new research, local student assessment data, and LEA professional development activities to improve student learning and achievement.

- **Performance Objective 5.1:** Provide education faculty and arts and science faculty information on the results of the K-12 core content student assessment data.
- **Performance Objective 5.2:** Develop assessment academies to assist HE education faculty, arts and science faculty, K-12 teachers and building principals with how to work with assessment data to improve instruction.
- **Performance Objective 5.3:** Provide avenues to disseminate current research information and best practices about good teaching and subject area knowledge with education faculty, arts and science faculty, K-12 teachers and building principals.
- **Performance Objective 5.4:** Provide technical assistance for LEA/IHE partnerships in supporting new teachers, mentors, and building principals in training and implementing mentoring programs.

Goal 6: Develop a comprehensive data collection system for evaluation, accountability, and dissemination of project annual progress reports.

- **Performance Objective 6.1:** Develop a compressive database and data collection procedures to capture data on teacher quality and student achievement.
- **Performance Objective 6.2:** Develop a database and data collection procedures for the evaluation of all grant activities.

Target Population

The target population is District of Columbia public and private school students at the elementary and secondary levels. It is expected that all programs take into account the need for high quality teaching to improve student achievement.

Overall, through subgrants to institutions of higher education, the TQE grant serves public and private, elementary and secondary school students, pre-service teacher candidates, District of Columbia teachers and related education personnel.

Eligible Organizations/Entities



All local education agencies (LEAs) and LEA consortium located in the District of Columbia and certified by the US Department of Education are eligible to apply for TQE subgrants related to Goal 3.3.

Source of Grant Funding

The grants are made available through the US Department of Education to the DCPS State Education Agency Office of Academic Credentials and Standards.

Project Title: 84.336A State Grant

PR/Award Number: P336A020005

Award Period

The grant awards will be from the date of award until August 15, 2006.

Grant Award and Amount

A total of approximately \$450,000 is available in State TQE DCPS federal grant funds. Historical information (range of grants from \$75,000 to \$150,000)

Contact Person

For further information, please contact:

Nelda K. Owsiak TQE Grant Coordinator phone (202) 727-9053

email: nelda.owsiak@k12.dc.us

or

Tom J. Kelly TNT Grant Coordinator and National Board Certified Teacher Phone (202) 442-5389

email: tomj.kelly@k12.dc.us

DC SEA OACS 825 N. Capitol St. NE 6th Flr. Washington, DC 20002 Phone (202) 442-5377 Fax (202) 442-5311

Hours of RFA Pick-up & Delivery

DC SEA OACS, 825 N. Capitol St. NE 6th Flr., Washington, DC 20002 on Monday- Thursday **ONLY** between 9:30 a.m. - 4:30 p.m.

Applications must be returned by 5:00 p.m. on September 12, 2005.



Internet

Applicants who obtained this RFA through the Internet shall provide DC SEA OACS with the following:

- Name of organization;
- Key contact;
- Mailing address;
- Telephone and fax numbers; and
- Email address.

This information shall be provided by sending an email to nowsiak@k12.dc.us or tomj.kelly@k12.dc.us so that the applicant receives updates and/or addenda to RFA #072505.

Pre-Application Conference

The Pre-Application Conference will be held on <u>August 4, 2005</u> from 2:00 p.m. to 4:00 p.m. at District of Columbia Public Schools Central Administration Offices, 825 North Capitol Street, NE, come to DC SEA OACS -6th Floor for room location, Washington, DC 20002.

Explanations to Prospective Applicants

Applicants are encouraged to mail or fax their questions to Nelda K. Owsiak or Tom Kelly, DC SEA OACS, 825 N. Capitol St. NE 6th Flr., Washington, DC 20002, on or before <u>August 16</u>, <u>2005</u>. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

SECTION II SUBMISSION OF APPLICATIONS

Application Identification

A total of six (6) applications must be submitted in an envelope or package. Attachment G should be affixed to the outside of the envelope or package. Of the six applications, one must be an original. **DC SEA OACS will not forward the application to the review panel if the applicant fails to submit the required six applications.** Telephonic, telegraphic, and facsimile submissions will not be accepted.

Application Submission Date and Time

Applications are due no later than 5:00 p.m. on August 31, 2005. All applications will be recorded upon receipt. Applications submitted at or after 5:01 p.m., September 12, 2005, will not be forwarded to the review panel for funding consideration. Any additions or deletions to an application will not be accepted after the deadline of 5:00 p.m., September 12, 2005. An original and five (5) copies of the application <u>must be</u> delivered to the following location:



Nelda K. Owsiak TQE Grant Coordinator DC SEA OACS 825 N. Capitol St. NE 6th Flr. Washington, DC 20002

Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by messenger/courier services **must be** sent in sufficient time to be received by the 5:00 p.m. deadline September 12, 2005. Applications arriving via messenger/courier services after the posted deadline of **5:00 p.m.**, **September 12**, **2005 will not be forwarded to the review panel by DC SEA OACS**.

SECTION III PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Applicants shall only use grant funds to support the TQE State Subgrants Goals 3.4.

• Up to 3.5% of the TQE subgrant funds may be used for the administration of the program. Administrative budget amounts can be used to cover indirect costs.

Certifications and Assurances

Applicants or a representative from the collaborating incorporated organization shall complete and return the Certifications and Assurances listed in Attachments B and C with the application submissions.

SECTION IV GENERAL PROVISIONS

Insurance

The applicant, when requested, must be able to show proof of all insurance coverage required by law.

Audits

For <u>three</u> (3) years thereafter, the District may have the subgrantee's expenditure statements and source documentation audited.



Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving DC SEA OACS TQE State grant funds.

SECTION V PROGRAM SCOPE

Required Activities:

Goal 3: Design, implement and evaluate an educator professional development program model that begins in preparation programs and extends to the Accomplished Educator.

- **Performance Objective 3.3:** To assist LEA's in developing professional development and staff evaluation systems that are linked to national accomplished teaching standards and local student needs:
- 1) Align the LEA professional development system for novice practitioners to INTASC standards and/or;
- 2) Align the LEA professional development system for experienced practitioners to NBPTS standards; and
- 3) Develop activities to inform K-12 practitioners of the professional development opportunities associated with achieving national certification

AND/OR

- 1. Align the LEA staff evaluation system for novice practitioners to INTASC standards and/or:
- 2. Align the LEA staff evaluation system for experienced practitioners to NBPTS standards; and
- 3. Develop activities to inform K-12 practitioners of the professional development opportunities associated with achieving national certification

SECTION VI REVIEW AND SCORING OF APPLICATIONS

Review Panel

The review panel for this RFA is composed of neutral, qualified, professional individuals who have been selected for their unique qualifications in the field of teacher preparation, P-12 staff evaluation and professional development. The review panel will score and rank applications.



Upon completion of the review, the panel shall make recommendations for awards based on the scoring process. District of Columbia Public Schools (SEA) Office of Academic Credentials and Standards shall make the final funding determinations.

Scoring Criteria

All applicants responding to the (RFA) shall be evaluated against the following selection/scoring criterion. The following criterions, in bold print, are the **minimum** required elements of the application. All applicants must address each of the minimum requirements to be eligible for consideration. In addition, items to be evaluated in applicant responses are included in each section.

SCORING CRITERIA

Applicants' submissions will be objectively reviewed against the following specific scoring criteria listed below.

Criterion A Improvement or Expansion of Instruction (Total 30 Points)

After initial licensure, ongoing professional development is an important component of the education profession's quality assurance continuum. Novice practitioners can use the CCSSO INTASC standards to guide their activities. The National Board for Professional Teaching Standards (NBPTS) certifies accomplished teachers. As practitioners strive to reach an accomplished level of practice, participation in aligned NBPTS professional development and staff evaluation systems can give K-12 practitioners an opportunity to simultaneously fulfill these LEA system requirements as they improve their content and pedagogical knowledge, skills and dispositions.

Criterion B Plan of Operation (Total 30 Points)

- 1. The applicant shall describe the quality of the plan of operation through the following:
 - a. High quality in the design of the project; (5 points)
 - b. An effective plan of management that insures proper and efficient administration of the project; (5 points)
 - c. A clear description of how the objectives of the project relate to the professional standards of PDSs or scientifically-based research; (5 points)
 - d. The plan for which resources and personnel are used to achieve each objective; (5 points)



- e. Each IHE applicant will be given responsibility to identify DCPS "identified low-performing schools." Responses should consider how will the LEA determines eligibility at the school level (5 points)
- f. A clear description of how the applicant will provide the opportunity for equitable participation of private school children and teachers. (5 points)

Criterion C Staffing Requirement (Total 10 Points)

- 1. The applicant shall demonstrate how the qualifications of key personnel will be used. The project must describe the following:
 - a. The qualifications of the project director; (2 points)
 - b. The qualifications of key personnel assigned to the project; (2 points)
 - c. The time that key personnel will commit to the project; and (2 points)
 - d. The extent to which applications are encouraged from persons who are members of groups that have been traditionally underrepresented such as: (4 points)
 - 1. Members of racial or ethnic minority groups;
 - 2. Women: and
 - 3. Handicapped persons.

Criterion D Adequacy of Resources (Total 10 Points)

- 1. The applicant clearly demonstrates that adequate resources will be devoted to the project; and (5 points)
- 2. The applicant delineates clear information by: (5 points)
 - a. The facilities proposed for use are adequate; and
 - b. The proposed equipment and supplies to be used are adequate.



Criterion E Evaluation Plan (Total 10 Points)

- 1. The applicant demonstrates clear information on the quality of the evaluation plan for the project; and (5 points)
- 2. The applicant describes the methods of the project evaluation that are appropriate for the objectives and to the extent possible produces data that are quantifiable. (5 points)

Criterion F Applicant's Commitment and Capacity (Total 10 Points)

- 1. The applicant demonstrates clear information to the extent of the commitment to the project, its capacity to continue the project and the likelihood that it will build upon the project when Federal assistance ends; and (5 points)
- 2. The applicant shall provide a **minimum** local financial match of 30%:

a)	30-50% of federal funds requested	2 Points
b)	51-60% of federal funds requested	3 Points
c)	61-80% of federal funds requested	4 Points
d)	81-100% of federal funds requested	5 Points

Other <u>Federal Grant funds</u> are not permitted to be used as a <u>local financial match</u>. However, <u>other funding</u> may be used for a local financial match.

Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the DC SEA OACS. The final decision on awards rests solely with DC SEA OACS. After reviewing the recommendations of the review panel and any other information considered relevant, DC SEA OACS shall decide which applicants is awarded funds and the amounts to be funded

SECTION VII APPLICATION FORMAT

Applicants should include all information needed to adequately describe their proposed program. Each submitted application must contain the following sections in this order. The purpose and content of each section is described below.

- □ Applicant Profile (See Attachment A)
- □ Table of Contents (1 Page)
- □ Project Summary (1-2 Pages)
- □ Narrative Section (Not to exceed 10 pages)
- □ Action Plan Template (See Attachment B)
- □ Budget Information (See Attachment C)



- □ Certifications and Assurances (See Attachments D and E)
- □ Appendices (Resumes, Organizational Chart, Position Descriptions)

The number of pages designated for each section is a recommendation. Applicants should feel free to complete any one section in less or more pages than recommended. However, the maximum number of pages for the total proposal narrative cannot exceed 15 double spaced pages on 8½ by 11-inch paper. All margins must be no less than 1 inch (landscape charts may have .5 inch margin) and a font size of 12-point type is required. The review panel will score applications that do not conform to these requirements as non-responsive.

Description of Application Sections

Table of Contents

The Table of Contents should list major sections of the application with quick reference page indexing.

Project Summary

This section should provide a summary overview of the application that outlines the goals and objectives of the proposed program. The objectives must be written in measurable terms. The applicant should highlight exemplary aspects of the proposed program and relate these to the selection criteria in Section VI.

Narrative Section

This section should contain the program narrative that justifies and describes the program to be implemented. The program narrative may not exceed 10 double-spaced pages on 8½ by 11-inch paper. The program narrative should address the program components described in Section I, II, V and VI of the RFA.

Action Plan Template

This section should outline the strategies, task activities, responsibilities and timelines for accomplishing the stated objectives. Key activities must be identified and incorporated in the Action Plan in Attachment B.

Budget Information/Purchased Services

Develop a detailed budget. Create a budget that delineates line item expenditures for the proposed program. Provide a narrative justification to support each line item. Complete the standard Budget Form in Attachment C.



Appendices

This is the section to provide backup information for more details regarding the application.

SECTION VIII LIST OF ATTACHMENTS

Attachment A	Applicant Profile	Attachment D	Certifications
Attachment B	Action Plan	Attachment E	Assurances
Attachment C	Budget Information	Attachment F	Receipt Form



District of Columbia Public Schools SEA Office of Academic Credentials and Standards Federal Grant Programs

Subgrant Applicant Profile

LEA:	
Contact Person:	
Office Address:	
Phone:	
Fax:	
Email:	
Rudget Reguest: \$	



ACTION PLAN

ACTION FLAN			
LEA: Profession:	al Development System		
or Stair Ev	aluation System:		
Objective(s):			
Detailed Strategies/Activities (include any personnel and their function(s) that will be supported with these funds):	Responsible Person(s)	Outcomes/Evaluation Indicators	Timeline



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<u>Professional Development S</u>	ystem
or Staff Evaluation System:	

Page 2

Detailed Strategies/Activities (include any personnel and their function(s) that will be supported with these funds):	Responsible Person(s)	Outcomes/Evaluation Indicators	Timeline

Use this chart to summarize the activities and services described in the narrative.



BUDGET

IHE:	Total funding request:		
	Project Year 1	COST SHARE	
A. PERSONNEL	\$	\$	
B. FRINGE BENEFITS	\$	\$	
C. TRAVEL	\$	\$	
D. EQUIPMENT	\$	\$	
E. SUPPLIES	\$	\$	
F. CONTRACTUAL	\$	\$	
G. CONSTRUCTION	\$	\$	
H. TRAINING STIPENDS	\$	\$	
I. OTHER (explain)	\$	\$	
TOTAL PROJECT COST (A-I)	\$	\$	

GOVERNMENT OF THE DISTRICT OF COLUMBIA Office of the Chief Financial Officer



Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.
- 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—



- A. The applicant certifies that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public, Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
- 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)
 - As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—
- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about—
- (1) The dangers of drug abuse in the workplace;
- (2) The applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);



- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Distict of Columbia Public Schools, Federal Grants Program 825 North Capitol Street, NE, 8th floor Washington, DC 20002. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (3) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f)
- B. The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant.

Place of Performance (Street address, city. county, state, zip code)

4. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F. for grantees as defined at 28 CFR Part 67; Sections 67 615 and 67.620—

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Distict of Columbia Public Schools, Office of Federal Grants Program 825 North Capitol Street, NE, 8th floor Washington, DC 20002

ATTACHMENT D

5. Signature



	the duly authorized representative of the applicati Il comply with the above certifications.	on, I hereby certify that the applicant
1.	Grantee Name and Address	
2.	Application Number and/or Project Name	3. Grantee IRS/Vendor Number
4.	Typed Name and Title of Authorized Representative	

6. Date



ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Application assures and certifies that:

- 1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
- 2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
- 3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
- 4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.
- 5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- 6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
- 7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
- 8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.



- 9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance," includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
- 10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
- 11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
- 12. It will comply, and all its contractors will comply, Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975.
- 13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
- 14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
- 15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
- 16 It will participate in all DC Teacher Quality Enhancement State Grant Program training and post-award conferences as required.



17 It will submit, in a timely manner, all required State reports, to include data, financial and performance reports.
18 It will maintain financial accounting and program evaluation records and will make available such records for review by the SEA, legislative auditors, and all other required personnel for at

least 3 years after the end of the DC Teacher Quality Enhancement State Grant Program.

Signature Date



DC SEA Office of Academic Credentials and Standards 825 N. Capitol St. NE, 6th Flr. WASHINGTON, DC 20002

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(Con	ntact Name/Please Print Clearly)		
(Organization Name)			
(A	ddress, City, State, Zip Code)		
(Phone)			
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